

Department of State – 2011 Venice Art Biennale

Program Office:	Educational and Cultural Affairs Bureau
Funding Opportunity Title:	Official U.S. Presentation at the 54 th International Art Exhibition, Venice, Italy
Announcement Type:	Grant or Cooperative Agreement – Initial
Funding Opportunity Number:	S-LMAQM-10-RFA-002
Deadline for Applications:	March 5, 2010
CFDA	00.000

ELIGIBILITY

Eligibility is limited to not-for-profit organizations subject to 501 (c) (3) of the U.S. tax code. Direct funding for non-U.S. entities is not available under this announcement. The Department encourages organizations that have not previously received international program funding from the USG to apply under this announcement.

Cost Sharing or Matching

This program does not require cost sharing.

Other Special Eligibility Criteria

Not Applicable.

AGENCY CONTACT INFORMATION

Planning and budgeting for exhibitions in the U.S. Pavilion is a complicated process, and requires that you first obtain a complete set of guidelines and floor plans. Documents are attached to the Request for Proposal - Official U.S. Presentation at the 54th International Art Exhibition (June-November, 2011), Venice, Italy, on the Grants.gov website at: <http://www.grants.gov>.

- A) Please do not submit a proposal without first discussing your project with Alan Cross in the Cultural Programs Office at the U.S. Department of State at:
E-mail: crossa@state.gov (*Preferred method of communication*)
Phone: (202) 632-6407
- B) For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726.

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EXECUTIVE SUMMARY

The Department of State's Cultural Division (ECA/PE/C/CU) is pleased to announce an open competition for assistance awards through this Request for Proposals (RFP). ECA/PE/C/CU requests proposals from U.S. non-profit museums, galleries, and visual arts organizations to organize official U.S. representation at the 54th International Art Exhibition, Venice, Italy, 2011.

Although precise opening/closing dates for the 2011 Biennale have yet to be announced, past exhibitions have usually been held from June–November. Applicants are requested to propose exhibitions that represent the most interesting work being made in the United States now. Preference is given to new commissions.

The Venice Biennale, the oldest international exhibition of visual art, will present its 54th edition in 2011. The Biennale regularly presents leading contemporary art from throughout the world, with more than 70 countries represented in national exhibitions at pavilions in the Giardini di Castello and at other sites around Venice.

Pending availability of funds, the State Department will make up to \$350,000 available for all aspects of exhibition development, preparation, production, installation, maintenance, restoration of the U.S. Pavilion at the end of the project, the return or onward shipping of the exhibition at the Biennale's end, and the travel of curators and key participants. The Peggy Guggenheim Collection in Venice will provide the staffing, maintenance, and operations of the U.S. Pavilion during installation, and for the approximate six-month period of the exhibition.

Additional funds may be available for a publication and public programs organized by the curators in consultation with the US Embassy in Rome and the Cultural Programs office of the Bureau of Educational and Cultural Affairs. Any funds for public programs will be provided directly to the U.S. Embassy.

BACKGROUND

The U.S. Pavilion is owned by the Solomon R. Guggenheim Foundation and managed by the Peggy Guggenheim Collection (PGC) in Venice. The building, designed in 1929 by the American architects Delano and Aldrich for Grand Central Galleries in New York, is neo-classical in style. The director and key staff of the Peggy Guggenheim Collection work closely with the Department of State and exhibition curators to install and maintain all official U.S. exhibitions presented in the Pavilion.

U.S. representation at Venice has included Bruce Nauman's *Topological Gardens*, 2009, U.S. Commissioner Carlos Basualdo; Felix Gonzalez-Torres' *America*, 2007, Nancy Spector, U.S. Commissioner; Edward Ruscha's *Course of Empire*, 2005, organized by Linda Norden and Donna DeSalvo; Fred Wilson's *Speak of Me as I am*, 2003, organized by Kathleen Goncharov and the MIT/List Visual Arts Center; Robert Gober's untitled mixed-media installation in 2001, organized by Olga Viso and James Rondeau; *myein*, Ann Hamilton, 1999, Katy Kline and Helaine Posner, curators; *Robert Colescott, Recent Paintings*, 1997, Miriam Roberts, curator; and *Bill Viola: Buried Secrets*, 1995, organized by Marilyn Zeitlin.

I. FUNDING OPPORTUNITY DESCRIPTION

Authority: Overall grant making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, Public Law 87-256, as amended, also

known as the Fulbright-Hays Act. The purpose of the Act is "to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries...; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations...and thus to assist in the development of friendly, sympathetic and peaceful relations between the United States and the other countries of the world." The funding authority for the program above is provided through legislation.

II. AWARD INFORMATION

Award Amount: **\$350,000**

Type of Award: **Cooperative Agreement**

Fiscal Year Funds: **FY-2010**

Approximate Number of Awards: **1**

Anticipated Award: Pending availability of funds: **1 June, 2010**

Anticipated Project Completion Date: **30 January, 2011**

Additional Information: **None**

III. ELIGIBILITY REQUIREMENTS

1. Eligible Applicants: Eligibility is limited to not-for-profit organizations subject to 501 (c) (3) of the U.S. tax code. Eligible applicants are U.S. - based non-profit museums, schools, galleries, and visual arts organizations. ***Independent curators wishing to apply must seek affiliation with a non-profit institution to take on the responsibility of fiscal management for the project.*** Participating curators and proposed artists must be U.S. citizens or have permanent resident status in the U.S. Artists whose work is proposed for representation must be U.S. citizens.
2. Cost Sharing or Matching
This program does not require cost sharing. Applicants are not required to include funding from other donors. However, applications that include additional in-kind and/or cash contributions from non-U.S. Government sources will be more competitive, since cost-sharing demonstrates a strong commitment to the planned activities and will be considered to show great cost effectiveness. In addition, past experience has shown that overall costs are considerably higher than actual U.S. Government funding.
3. Other Special Eligibility Criteria
Not Applicable.

IV. APPLICATION AND SUBMISSION INFORMATION

Award Period: **8 months**

Award Amount: **\$350,000 is available** for this grant program, pending availability of funds.

IMPORTANT DATES

Proposal RECEIPT Deadline	March 5, 2010
Applicant Notification	May 21, 2010
Press Release goes out	June 1, 2010
Grantee to file for Public Access to the Pavilion	Late March – early April, 2011
Exhibition Dates	mid-June to late November, 2011

Proposals will be reviewed by the Federal Advisory Committee on International Exhibitions (FACIE), a committee convened by the National Endowment for the Arts on behalf of the U.S. Department of State for the purpose of recommending of assessing the proposals and making recommendations for exhibitions to represent the U.S. at major international exhibitions. The Bureau of Educational and Cultural Affairs will announce its decision by June 1, 2010.

Application Submission Process: *Applicants must submit proposal project descriptions ELECTRONICALLY using Grants.gov.* Thorough instructions on the application process are available on the:

<http://www.grants.gov> and <http://www.exchanges.state.gov/cultural/biennales/grants.html>

Websites. For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726. For questions about this solicitation, contact Alan Cross, Visual Arts Program Officer, Bureau of Educational and Cultural Affairs, at:

E-mail: crossa@state.gov, (*Preferred method of communication*)

Phone: (202) 632-6407

In addition to the electronic submission to Grants.gov, a hard copy application, with all required appendices (see pages 7–10) and work sample material is required. Because of lengthy mail delays to many government agencies and security screening that may harm support materials, please use a commercial delivery service to send your application to:

Alan Cross, Visual Arts Program Officer
ECA/PE/C/CU, SA-5, Floor 3-K14
U. S. Department of State, 2200 C Street, NW
Washington, DC 20522-0503
Telephone: (202) 632-6407
E-mail: crossa@state.gov

Be sure to notify the Program Officer when your application has been sent for delivery!

Application Deadline: All applications must be received on or before **March 5, 2010, 11:59 p.m. eastern standard time.** Applications received after 11:59 p.m. will be ineligible and will not be considered. **Begin the application process early**, as this will allow time to address any technical difficulties that may arise in advance of the deadline. There will be no exceptions to this application deadline.

All applicants must register with Grants.gov prior to submitting an application.

Registering with Grants.gov is a one-time process; however, it could take as long as two weeks to have the registration validated and confirmed. Please begin the registration process immediately to ensure that the process is completed well in advance of the deadline for applications. Until that process is complete, you will not be issued a user password for Grants.gov, which is required for application submission. There are four steps that you must complete before you are able to register:

- (1) Obtain a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (if your organization does not have one already) by calling 1-866-705-5711;

- (2) Register with Central Contractor Registry (CCR);
- (3) Register yourself as an Authorized Organization Representative (AOR); and
- (4) Be authorized as an AOR by your organization. For more information, go to www.grants.gov.

Please note that your CCR registration must be annually renewed. Failure to renew your CCR registration may prohibit submission of a grant application through Grants.gov.

Application Content: Applicants must follow the RFP instructions and conditions contained herein and supply all information required. **Failure to furnish all information or comply with stated requirements will result in disqualification from the competition.** Applicants must set forth full, accurate, and complete information as required by this RFP. The penalty for making false statements in proposals to the USG is prescribed on 18 U.S.C.1001.

The proposals may not exceed 8 single-spaced, single-sided pages in 12-point, Times New Roman font with 1-inch margins. This requirement excludes the allowable appendices, which are identified in Section 6 below. Organizations are NOT permitted to submit multiple proposals. The proposal must consist of the following:

Section 1 - Application for Federal Assistance (SF-424):

Information regarding this form can be found on-line at:

http://www.grants.gov/agencies/aforms_repository_information.jsp

Section 2 - Abstract:

The abstract is limited to 300 words in length. It must provide a summary of the identified project, proposed activities, and expected results.

Section 3 – Project Goals/Implementation Plan:

The applicant must specify the goals and objectives of the project. The proposed activities should be described in sufficient detail to show how objectives and goals will be met. This section should also describe how success will be measured via performance indicators. Finally, this section must include a time-task plan that clearly identifies the objectives and major activities.

Submit a description of the proposed exhibition, up to three pages, single-spaced, single-sided. Prepare as follows: on the first page, centered at the top of the page, and in caps include the following:

- NAME OF ARTIST(S)/DESIGNER(S)
- NAME OF CURATOR
- NAME OF APPLICANT ORGANIZATION

Continue on the same page with a narrative that includes:

- (a) The curatorial vision for the works to be presented or commissioned. If the artist(s) plan(s) to develop new work or create an installation specifically for the event,

- describe the intention and approach of the artist(s) to the project;
- outline how the artist(s) intends to realize the project;
- provide a rough production schedule.

- (b) A discussion of why the proposed exhibition should represent the U.S. at this particular event at this time.

Section 4 - Organizational Capability:

Applications must include a clear description of the applicant's management structure, previous experience with curating major design art exhibitions. Besides information about the organization as a whole, this section must also identify the proposed management structure and staffing plan for the proposed project.

Section 5 - Appendices:

Proposal submission must include the appendices, **a-f**, detailed below. Appendix **g** is optional. Only the appendices **a-g** may be included as part of the application:

(a) Budget (Required): Include all anticipated expenses for exhibition preparation and implementation with the following budget considerations for Venice:

- Include costs associated with trips to Venice before and during the Biennale by exhibition personnel. Include travel for the curator to participate in one commissioner's meeting organized by La Biennale di Venezia prior to the opening of the exhibition.
 - Short term visits generally require at least \$250/day for modest hotel and \$90/day for meals.
- Translation into Italian for press releases, catalogues and other publications are arranged by the U.S. Department of State.
 - Proposals should include a line item cost of \$2,000-\$3,000+ for these services.
- Public relations costs should include letterhead, press photos, CDs, and any other image media.
 - For recent biennales, as many as 3,500 bilingual press packets have been printed and distributed by the curators, their representatives, and the Biennale press office.
- Publications: In addition to a single line item for all printing, the cost of graphic designers and editorial services must be listed as separate line items. The Department of State requires that, at minimum, a modest brochure be available for free distribution to visitors to the Pavilion.
- Anything that cannot be hand carried must be shipped to the Giardini by boat or barge. Boats with cranes at present cost a minimum of \$3,000 per use. Barges with cranes cost twice as much. Depending on the weight, volume and time sensitivity of the shipment, multiple barges/cranes may be required.
- Storage is not available at the Pavilion. Crates must be stored off site at an approximate cost \$1,500 - \$2000. These costs are only approximate. The exhibitor will need to obtain more accurate estimates once the number and size of crates are known and for how long they will be stored.
- The Pavilion has a set of standard light fixtures (specifications are available on request). If specialized fixtures are required, the cost to purchase/install new/different ones should be included in the budget.
 - The budget should include a sum for replacement light bulbs (a four month supply) and electricians, if required.
- Two months prior to the exhibition opening, it is necessary to file a request for public access to the Pavilion. This fee is variable depending on how much work is done to make the exhibit viable. In the last three exhibitions, fees ranged from \$4,800-\$6,300.
 - Proposals should allocate \$5,000 for related fees.

- Local labor is generally hired at a cost of \$52-65/hour, depending on the skills needed.
- If Pavilion modification or architectural work is applicable, please include costs for local architects/engineers and costs associated with obtaining permits. (Assistance in obtaining these estimates is available on request).
- If the exhibition requires temporary modifications to the interior or exterior of the U.S. Pavilion, the budget must include costs for all expenses associated with the return of the Pavilion to its original condition.
- Painting of the Pavilion for exhibition requirements and re-painting at the exhibition end to restore the Pavilion to its original condition must be budgeted.
- Upon selection, curators will meet with the Peggy Guggenheim Collection, review actual project needs and develop a revised budget. Any sums required over and above the line item allocations will be the responsibility of the curator and sponsoring organization.
- The U.S. Pavilion (together with all the other national Pavilions in the Giardini) was listed in 1998 as a national historic building. Consequently permanent structural alterations to the Pavilion are not possible, and temporary alterations require six months minimum lead-time for obtaining necessary permissions in Venice.
- Equipment (such as audio-visual) and other exhibition materials (signage, banner, bases, tools, and hardware) can be acquired in the U.S. and shipped to Venice or alternatively rented or purchased in Italy. In any case, all imported materials must be declared whether permanent or temporary, and if temporary, re-exportation is mandatory. It may be more cost-effective to pay modest customs charges on materials entering Italy than to pay for return shipping to the U.S. Please consult an international freight forwarder for information and rates for customs duties.
- All materials employed in the exhibition installation require fire safety certification or an EU certificate.
- The Pavilion has climate control, burglar and fire alarms. The Pavilion uses 220v alternating current (this can be increased to 380v if required).
- The Department of State supports the Solomon R. Guggenheim Foundation to enable the staff of the Peggy Guggenheim Collection (PGC) in Venice to assist curators and artists with the planning and installation of the U.S. exhibition. The PGC staff may be consulted in matters concerning shipping and customs, local vendors and skilled labor (including architects and contractors), and must be consulted for any proposed alterations to the interior or exterior of the Pavilion. Applicants who wish to consult with the PGC prior to submitting an application should first contact Alan Cross at the Department of State, (202) 632-6407 or crossa@state.gov.

- (b) **Resumes/CVs:** Provide biographical summaries of no more than one (1) page each of the curator, designers(s), and all other key personnel involved in the project.
- (c) **Letter of Authorization:** Provide a letter of authorization to apply signed by the director or other legally responsible party of the applicant organization, or sponsoring institution. Failure to provide such a letter will result in the proposal being declared technically ineligible.

- (d) **Work Sample:** Provide visual samples of actual works proposed for the exhibition in the format that best represents the work for the panel's review. If the artist(s) plans to develop a new work for the exhibition, visual documentation should reflect most recent work or work related to the proposed project. Only digital images on a CD or DVD will be accepted. Do not send slides.
- (e) **CD/DVD:** Provide one copy of up to 20 electronic images, with titles, in JPEG or TIFF. Image size should be consistent. Suggested size is 640x480 ppi. PowerPoint format is preferred, but not required. Label the CD with the name of the artist(s). Label the DVD with the artist's name and designate the track to view.
- (f) **Work Sample Sheet:** Include a page with the name of the artist(s) as the heading and the following information for each image, DVD: title, date, media, dimensions, and if appropriate a description of the work represented.
- (g) **Additional supporting materials,** such as drawings or publications, are welcome, but are not required. These will not be returned.

V. AWARD SELECTION CRITERIA

Evaluation Criteria: Applicants should note that the following criteria:

- 1) Serve as a standard against which all proposals will be evaluated, and
- 2) Serve to identify the significant matters that should be addressed in all proposals.

Proposals for the 54th International Art Exhibition will be reviewed by the Federal Advisory Committee on International Exhibitions (FACIE), a committee of leading U.S. curators and experts in American contemporary art convened by the National Endowment for the Arts on behalf of the U.S. Department of State for the purpose of assessing the proposals and making recommendations for exhibitions to represent the U.S. at major international exhibitions.

Eligible proposals will be reviewed by FACIE based on the following criteria:

- Artistic excellence
- Extent to which proposal represents the vitality and diversity of contemporary U.S. art
- Suitability of the exhibition for the specific venue and the specific time
- Ability of applicant to carry out the proposed exhibition
- Record of professional activity and achievement by individuals and/or organizations involved

VI. AWARD ADMINISTRATION INFORMATION

Award Notices: The co-operative agreement shall be written, signed, awarded, and administered by the Grants Officer. The Grants Officer is the Government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants and cooperative agreements. The assistance award agreement is the authorizing document and it will be provided to the Recipient through either mail or facsimile transmission. Organizations whose applications will not be funded will also be notified in writing.

Reporting Requirements: Grantees are required to submit quarterly program progress and financial reports throughout the project period. Progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period. Progress reports at a minimum should be submitted via electronic mail to an address to be provided in the award.

The regulations relevant to this award are:

- Circular A-21 (Cost Principles for Educational Institutions) Re-located to 2 CFR part 220
- 22 CFR Part 135 Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
- 22 CFR Part 145 Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (this file is in "rich text format" because of its size and complexity).
- Circular A-110 (Uniform Administrative Requirements for Educational Institutions, Hospitals and Other Non-Profit Organizations {NGO/PVO}) Re-located to 2 CFR part 215
- Circular A-122 (Cost Principles for Non-Profit Organizations) Re-located to 2 CFR part 230
- Circular A-133 (Audits of States, Local Governments, and Non-Profit Organizations)

Issuance of this RFP does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of proposals. Further, the Government reserves the right to reject any or all proposals received.

VII. DISCLAIMER

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding in connection with the award. Renewal of an award to increase funding or extend the period of performance is at the total discretion of the Department of State.